

# Fourth Generation Information Systems Limited

CIN: L72200TG1998PLC029999

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Dear Member,

We are pleased to inform you that the **23<sup>rd</sup> Annual General Meeting** ('AGM') of the Members of Fourth Generation Information Systems Limited is scheduled to be held on **Tuesday, the 28<sup>th</sup> day of September, 2021 at 10.00 A.M. (IST)** through Video Conferencing ('VC') facility / Other Audio Visual Means ('OAVM'). The Notice of the 23<sup>rd</sup> AGM along with the Annual Report can be accessed at [www.fgisindia.com](http://www.fgisindia.com). The same is also available on the websites of CDSL at [www.evotingindia.com](http://www.evotingindia.com) and the Stock Exchanges i.e. BSE Limited at [www.bseindia.com](http://www.bseindia.com).

The Notice of the AGM is attached herewith.

In view of the continuing Covid-19 pandemic, the Ministry of Corporate Affairs has vide its General Circulars dated 8<sup>th</sup> April 2020, 13<sup>th</sup> April 2020, 5<sup>th</sup> May 2020 and 13<sup>th</sup> January, 2021 (collectively referred to as 'MCA Circulars') and other applicable circulars issued by the Securities and Exchange Board of India (SEBI), permitted the holding of the AGM through VC / OAVM, without the physical presence of the Members at a common venue. In compliance with the above and the relevant provisions of the Companies Act, 2013 ('the Act') and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('SEBI LODR'), the AGM of the Company is being held through VC / OAVM **only** on Tuesday, 28<sup>th</sup> September 2021 at 10.00 a.m. (IST).

## Procedure for Remote E-Voting and E-Voting during the AGM

Pursuant to the provisions of Section 108 of the Act read with Rule 20 of the Companies (Management and Administration) Rules, 2014 (as amended), the Secretarial Standard on General Meetings issued by Institute of Company Secretaries of India and Regulation 44 of the SEBI LODR (as amended) and the MCA Circulars, the Company is providing the facility of remote e-Voting to its Members in respect of the business to be transacted at the AGM and for this purpose, it has appointed CDSL to facilitate voting through electronic means. Accordingly, the facility of casting votes by a Member using remote e-Voting system before the AGM as well as remote e-Voting during the AGM will be provided by CDSL.

The remote e-Voting facility would be available during the following period:

Commencement of e-Voting	From 9.00 a.m. (IST) on 25 <sup>th</sup> September 2021
End of e-Voting	Upto 5.00 p.m. (IST) on 27 <sup>th</sup> September 2021

During this period, Members holding shares either in physical form or in dematerialized form as on **21<sup>st</sup> September 2021 ('Cut-Off date')** may cast their vote by remote e-Voting before the

AGM. The remote e-Voting module shall be disabled by CDSL for voting thereafter. Once the vote on a resolution is cast by the Member, he / she shall not be allowed to change it subsequently. The voting rights of the Members shall be in proportion to their share of the paid-up equity share capital of the Company as on the cut-off date **i.e. 21<sup>st</sup> September 2021**.

Members will be provided with the facility for remote voting through electronic voting system during the VC proceedings at the AGM and those Members participating at the AGM, who have not already cast their vote by remote e-Voting before the Meeting, will be eligible to exercise their right to vote during such proceedings of the AGM. Members who have cast their vote on resolution(s) by remote e-Voting prior to the AGM will also be eligible to participate at the AGM through VC/OAVM but shall not be entitled to cast their vote on such resolution(s) again.

**Detailed procedure for remote e-Voting before the AGM / remote e-Voting during the AGM is provided in the Notes to the Notice of the AGM.**

**Procedure for joining the AGM through VC / OAVM**

Further, Members may join the AGM through VC/OAVM facility through the e-Voting Platform provided by CDSL at [www.evotingindia.com](http://www.evotingindia.com), by following the instructions provided in the Notes to the Notice of the AGM. Such facility shall be kept open for the Members 30 minutes prior and 30 minutes after the scheduled time of the commencement of the Meeting.

Members requiring technical assistance before or during the AGM to access and participate in the Meeting may contact CDSL on [agmparticipant@bigshareonline.com/helpdesk.evoting@cdslindia.com](mailto:agmparticipant@bigshareonline.com/helpdesk.evoting@cdslindia.com).

**Procedure to raise Questions / seek clarifications with respect to Annual Report at the ensuing AGM**

Shareholders who would like to express their views/ask questions during the meeting may register themselves as a speaker by sending their request in advance up to September 24, 2021 (5.00 p.m. IST), mentioning company name and date of AGM in the subject line and their name, demat account number/folio number, email id, mobile number in the body line at [agmparticipant@bigshareonline.com](mailto:agmparticipant@bigshareonline.com). On receipt of request from shareholder, company's RTA shall share a link with shareholder for joining the meeting 48 hours before the date of AGM. The shareholders who do not wish to speak during the AGM but have queries may send their queries in advance up to September 24, 2021 (5.00 p.m. IST), mentioning their name, demat account number/folio number, email id, mobile number at [info@fgisindia.com](mailto:info@fgisindia.com). These queries will be replied suitably by the Company vide email.

The Company reserves the right to restrict the number of questions and number of speakers, depending on the availability of time for the AGM.

**For Fourth Generation Information Systems Limited**

Sd/-

**C. N. Somasekhar Reddy**

Managing Director

DIN: 02441810